

***Request for  
Letters of Interest***

***Town of Beech Mountain  
Beech Mountain Parkway Sidepath Project***

***WBS Elements 44480***

***December 9, 2016***

## **TOWN OF BEECH MOUNTAIN REQUEST FOR LETTER OF INTEREST (LOI)**

**THE TOWN OF BEECH MOUNTAIN DESIRES TO ENGAGE QUALIFIED PRIVATE ENGINEERING FIRMS (PEF) TO PROVIDE PLANNING, DESIGN AND ENGINEERING SERVICES FOR A SIDEPATH ALONG NC 184 (BEECH MOUNTAIN PARKWAY) FROM .2 MILES NORTH OF THE SOUTH TOWN LIMIT TO .4 MILES NORTH OF THE SOUTH TOWN LIMIT.**

The primary and/or subconsultant firm(s) shall be pre-qualified by NCDOT to perform planning, design and engineering services; permitting; and construction document preparation. The required work codes are:

- **00032 Categorical Exclusions**
- **00070 Erosion and Sediment Control**
- **00132 Landscape and Streetscape Design**
- **00155 Pavement Marking Plans**
- **00171 Public Involvement**
- **00247 Traffic Control Plans**
- **00280 Wetland and Stream Delineation**
- **00287 Wetland, Stream, and Buffer Permitting**
- **00316 Multi-Use Trail Design, Survey & Layout**
- **00433 Hydraulic Design Tier I**

The selected firm will report directly to the Town of Beech Mountain. The selected firm is to administer the contract and ensure that all work is performed in accordance with the contract requirements.

The PEF will be responsible for providing engineers and technicians with the appropriate skills and qualifications to ensure contract compliance. The PEF will be directly responsible for oversight of the project for the Town of Beech Mountain. The PEF shall indemnify and save harmless the Town of Beech Mountain for claims and liabilities resulting from negligence, errors or omissions of the PEF; including, but not limited to, the engineers, technicians or subconsultants.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting an LOI. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm must have an adequate accounting system to identify costs chargeable to the project.

The proposed method of payment for this contract is lump sum.

## SCOPE OF SERVICES

The project includes approximately 1200 linear feet of 10'-wide sidepath along Beech Mountain Parkway from .2 miles north of the south Town Limit to .4 miles north of the south Town limit. The project also includes the associated grading, storm drainage, and driveway improvements as well as pedestrian signing and pavement marking. The services anticipated to be part of the project include the following:

- Site analysis (identification and evaluation of site related issues)
- Design of sidewalk and associated roadway and storm drainage improvements
- Preparation of all plans, specifications and estimates
- Preparation and approval of Categorical Exclusion (NEPA environmental document)
- Erosion and sediment control design
- Wetland and stream delineation
- Permitting with all applicable agencies
- Public involvement (one public meeting)
- Preparation of landscape plan
- Preparation of pavement marking plans
- Coordination with existing utilities
- NCDOT coordination including submittals for required reviews and approvals

## SELECTION PROCESS

The selection of a private engineering firm to provide the ***Scope of Services*** on this specific project will be handled in accordance with the following process:

1. Submission by the private engineering firm of an LOI.
2. The Town of Beech Mountain will short list private engineering firms to a minimum of three firms.
3. A pre-interview meeting and/or oral interviews may be held at the option of the Town of Beech Mountain.
4. The Town of Beech Mountain will select a private engineering firm to provide the ***Scope of Services*** based on qualifications.

## SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the LOI is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the NCDOT website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## **PREQUALIFICATION**

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your LOI. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each LOI.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## **EVALUATION**

Firms submitting LOIs to perform the ***Scope of Services*** on this specific project will be evaluated based upon certain considerations. The following considerations, with the weighted importance, will be utilized to select a minimum of three firms from those submitting an LOI:

1. Firm's experience, knowledge, familiarity and past performance with design and engineering of greenway/ sidepath/ streetscape projects – 30%
2. The experience of the firm's proposed staff to perform the type of work required – 30%
3. Firm's understanding of the project specific issues and their responsibility in delivering services for the advertised project – 40%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## FORMAT FOR SUBMISSION OF A TOWN OF BEECH MOUNTAIN LETTER OF INTEREST

All Letters of Interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single-spaced, one-sided. Fold out pages are not allowed. In order to reduce costs and to facilitate recycling; binders, dividers, tabs, etc. are prohibited. One staple in the upper left-hand corner is preferred. **Please submit four (4) copies and one electronic (PDF) copy. Letters of Interest containing more than 15 pages will not be considered.**

### Section I - Cover/Introductory Letter

The introductory letter should be addressed to **James Scott, Town Planner**. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register or submitting information with LOI;
- Date of most recent private engineering firm qualification;
- Statement regarding firms' possible conflict(s) of interest for the work; and
- Summation of information contained in the LOI.

### Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- A brief synopsis of the firm's previous experience in the ***Scope of Services*** that is focused to the type of project advertised for services [performed within last seven (7) years];
- The number of employees within the firm;
- A brief description of the firm's approach to performing the ***Scope of Services*** for this work, including the firm's understanding of their responsibility with regard to safety, contract administration, environmental responsibility, claims, and project delivery;
- The proposed personnel to be assigned to the work by discipline, their availability date on the project;
- Identify project personnel/subconsultants' qualifications and experience as related to this work;
- Unique qualifications of key team members; and
- Any innovative approaches to be used.

### Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- The resumes of key personnel – Engineers, Transportation Technician III and IV levels only – that are proposed to be assigned to the work;
- Names, classifications, and location(s) of the firms' North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

### Appendices -- CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms **SHALL** be submitted with the firm's LOI.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form)

**In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and **signing** the form.**

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

### **SUBMISSION OF LETTER OF INTEREST**

Private engineering firms are invited to have Letters of Interest for furnishing the ***Scope of Services*** to the Town of Beech Mountain by **5:00 p.m. on December 22, 2016**. **Letters of Interest received after this deadline will not be considered.**

**Firms submitting Letters of Interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest do not meet ALL of these requirements, or are sent to any address other than that shown below, they will be disqualified. No exception will be granted.**

The mailing and street address is: James Scott, PLS, AICP  
Town Planner  
Town of Beech Mountain  
403 Beech Mountain Parkway  
Beech Mountain, NC 278604

Any questions concerning the advertisement should be directed to James Scott, Town Planner via email at [jscott@townofbeechmountain.com](mailto:jscott@townofbeechmountain.com).

Any cost incurred by a firm or its subcontractor(s) in preparing or submitting an LOI for the project shall be the sole responsibility of that firm or subcontractor(s). If you feel information provided is inadequate to submit an LOI, please contact James Scott, Town Planner via email at [jscott@townofbeechmountain.com](mailto:jscott@townofbeechmountain.com).

### **PROPOSED SCHEDULE**

Advertise Request for Letter of Interest –	December 13, 2016
Letters of Interest Due –	December 22, 2016
Notification to Short-listed Firms –	January 3, 2016
Oral Interviews (if required) –	January 4-6, 2017

Notification to Selected Firm – January 9, 2017  
Award of Contract by Board of Commissioners – January 10, 2017  
Notice to Proceed to Consultant – January 13, 2017

**NOTIFICATION**

The short-listed firms will be notified by phone or email. Notification will not be sent to firms not short-listed.  
The firm selected will be notified by phone or email. Notification will not be sent to firms not selected.

The Town of Beech Mountain reserves the right to reject any and all Letters of Interest.